



**MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS  
REGULAR MEETING MINUTES**

Muskegon City Hall, Conference Room 203  
Tuesday, March 25, 2003  
4:00 P.M.

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**I. CALL TO ORDER**

The meeting was called to order by President DeForest at 4:14 p.m.

Present: President DeForest, Commissioners Ray Murdaugh and Deborah Smith; Civil Service Personnel Director Karen Scholle; Personnel Analyst Sue Sutherland; Assistant City Manager Lee Slaughter; Affirmative Action Director Ken James; Leisure Services Division Head Ric Scott, Recreation/Marina Supervisor Melissa Jacobsen, Youth Recreation Coordinator Lowell Kirksey.

**II. MINUTES**

**Motion by Smith, support by Murdaugh, to accept the minutes as from the February 25, 2003 regular Civil Service Commission meeting as written.**

**VOTE: Three yeas, zero nays. Motion carries.**

**III. ACTION AGENDA**

**A. Hearing for Lowell Kirksey**

This item was addressed last during the meeting.

President DeForest indicated that since the hearing involves a personnel matter, Mr. Kirksey may request that the hearing be closed. Mr. Kirksey indicated his desire to go into closed session, with only parties necessary for the hearing remaining in the room.

**Motion by Murdaugh, support by Smith, to end this portion of the regular meeting at 4:14 p.m. and go into closed session for the purpose of a hearing on a personnel matter.**

**VOTE: DeForest, yes; Murdaugh, yes; Smith, yes. Motion carries.**

Lengthy discussion on a personnel matter occurred, with the closed session concluding at 6:20 p.m.

**Motion by Murdaugh, support by Smith, to end the closed hearing for Lowell Kirksey and go back into regular open session at 6:20 p.m.**

**VOTE: DeForest, yes; Murdaugh, yes; Smith, yes. Motion carries.**

**Motion by Murdaugh, support by Smith, to remove the disciplinary action issued to Lowell Kirksey on January 14, 2003, from his file.**

**VOTE: DeForest, no; Murdaugh, yes; Smith, yes. Motion carries.**

**B. Request for Family Medical Leave Act Leave of Absence**

**Motion by Murdaugh, support by Smith, to approve the FMLA Request for Leave of Absence for Chris Martinez conditional upon his intended exhaustion of paid leave time.**

**VOTE: Three yeas, zero nays. Motion carries.**

#### IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT

- A. Veterans' Preference  
Nothing new to report. This item will be addressed at a future meeting.
- B. Employee Letter of Complaint:  
An internal investigation is complete and the matter closed.
- C. CSC Harassment/Sexual Harassment Training  
The focus of the Commission's April 2, 2003 meeting will be harassment/sexual harassment training conducted as a regular open meeting.

#### V. STATUS OF RECRUITMENTS

- A. Account Clerk 2003: Thirty-one applications on file.
- B. Assistant City Engineer: Position on hold per City Engineer's request.
- C. City Seasonals 2003: One hundred thirty-four applications on file.
- D. Clerical Assistant/Clerk's Office: Position posted internally for transfer.
- E. Electrical Inspector: Twenty applications on file. Oral exams scheduled for April 2.
- F. Firefighter 2003: One hundred four applications on file with 5/31 deadline.
- G. Inventory/Stock Clerk: Andrew Twork, formerly an Equipment Department Mechanic, promoted to this position on February 17, 2003.
- H. Police Clerk 2002: Contingent offer extended to one candidate; waiting for Police Department to complete their background check. Additionally, Christina Byrd began employment as a Police Clerk on March 3, 2003.
- I. Police Clerk 2003: Forty-three applications on file.
- J. Police Officer 2002: Contingent offers extended to two candidates. Waiting on pre-employment testing results.
- K. Police Officer 2003: One hundred eighty-two applications on file; preparing letters to schedule oral interviews.
- L. Water Plant Operator: Waiting on Water Plant Supervisor's decision for next step.

#### VI. APPOINTMENTS

##### A. New Appointments

###### Permanent

Christina Byrd, Police Clerk, 3/3/03.

###### Seasonal/Part Time

Tynnetta McKinney, Senior Transit Driver, 3/18/03.

Eddie Savage, Senior Transit Driver, 3/18/03.

Beatrice Thomas, Senior Transit Driver, 3/18/03.

##### B. Promotions:

###### Permanent Employees

Andrew Twork, promoted from Mechanic to Inventory Stockroom Clerk, 2/17/03.

###### Seasonal/Part Time

##### C. Transfers

###### Permanent Employees

###### Seasonal/Part Time

##### D. Reclassifications

###### Permanent Employees

###### Seasonal Employees

##### E. Temporary Assignments

###### Permanent Employees

###### Seasonal/Part Time

**VII. DISCIPLINARY ACTIONS**

**A. Warning Letters**

**Permanent Employees**

Shawn Bride, Police Sergeant, Group 3, 1st violation, 2/27/03.

Shawn Bride, Police Sergeant, Group 2, 1st violation, 2/27/03.

Sue Nichols, Leisure Services Maint Worker II, Group 1, 1st violation, 3/13/03.

Terry Redmon, Equipment Operator, Group 1, 1st violation, 3/10/03.

James Straley, Equipment Operator, Group 1, 1st violation, 3/10/03.

William Wiebenga, Police Captain, Group 2, 1st violation, 2/27/03.

Richard Wildfong, Equipment Operator, Group 1, 1st violation, 3/10/03.

**Seasonal/Part Time**

**B. Suspensions**

**Permanent Employees**

Glen Berry, Police Officer, 1-day suspension, Groups 1 & 2, 1st violations, 2/27/03.

**Seasonal/Part Time**

**C. Terminations**

**Permanent Employees**

Roger Kitchen, Police Officer, 2/21/03.

**Seasonal/Part Time**

**VIII. SEPARATIONS**

**A. Resignations**

**Permanent Employees**

Raylene Whitlow, City Clerk's Office/Clerical Assistant--Part Time, 3/14/03.

**Seasonal/Part Time**

Karen Lusk, Senior Transit Driver, 2/11/03.

**B. Job Terminations**

**Permanent Employees**

Ken Meyer, Deputy Director of Department of Public Works, 2/26/03.

**Seasonal/Part Time**

**C. Other**

**Retirements**

**IX. OTHER PERSONNEL ACTIONS**

**A. Certificates of Training Excellence**

**Adult CPR**

David Richard, Landscape Horticulturalist/Specialty Grower, 2/20/03.

**Executive Development**

Ken Chudy, Fire Battalion Chief, 1/17/03.

**Fire Officer I**

Brian Marek, Firefighter, 3/5/03.

**Fire Officer II**

Brian Marek, Firefighter, 3/5/03.

**Flashover Survival Training**

Mark Taylor, Fire Lieutenant, 2/15/03.

Brad Vandenberg, Fire Lieutenant, 2/15/03.

**Lead Hazard Remediation Program**

Marc Johnson, Housing Rehab Inspector, 3/19/03.

**B. Letters of Commendation**

Dave Baker, Highway Supervisor, received a letter of appreciation from

Robert Kuhn, Director of Public Works, for his department's successful efforts of snow plowing this year, 3/11/03.

David Baker, Highway Supervisor, received a letter of notification from the Michigan State Department of Environmental Quality for certification as an A-1j Storm Water Management Operator, 2/28/03.

Vernon Berndt, Equipment Operator, received a letter of notification from Michigan State Department of Environmental Quality for certification as an A-1j Storm Water Management Operator, 2/28/03.

Dan Cousineau, Water/Sewer Supervisor, received a letter of appreciation from Robert Kuhn, Director of Public Works, for his department's successful efforts to maintain city water services, 3/11/03.

Kelly DeFrench, Utilities Supervisor, received a letter of appreciation from Robert Kuhn, Director of Public Works, for his department's successful efforts to maintain city water services, 3/11/03.

Dan McCollum, Equipment Operator, received a letter of notification from Michigan State Department of Environmental Quality for certification as an A-1j Storm Water Management Operator, 2/28/03.

Sue Nichols, Leisure Services Maintenance Worker II, received a letter of appreciation from Linda Anderson, Chair Person, and Kirsten Collee, Co-Chair Person for Muskegon's Promise—The Alliance for Youth, for her participation in the Ninth Annual Winter Sports Days event, 3/4/03.

Doug Sayles, Highway Supervisor - Streets, received a letter of appreciation from Robert Kuhn, Director of Public Works, for his department's successful efforts of snow plowing this year, 3/11/03.

Doug Sayles, Highway Supervisor, received a letter of notification from Michigan State Department of Environmental Quality for certification as an A-1j Storm Water Management Operator, 2/28/03.

David Smith, Public Utility Supervisor, received a letter of appreciation from Robert Kuhn, Director of Public Works, for his department's successful efforts to maintain city water services, 3/11/03.

Kevin Stier, Police Officer, received a letter of appreciation from The Lewis Family, for his generosity, attention, and Kids & Cops cards he gave to the Lewis's sons, 2/27/03.

Chuck Tazelaar, Leisure Services Maintenance Worker II, received a letter of appreciation from Linda Anderson, Chair Person, and Kirsten Collee, Co-Chair Person for Muskegon's Promise—The Alliance for Youth, for his participation in the Ninth Annual Winter Sports Days event, 3/4/03.

**C. Reassignment of Duties**

**X. OTHER BUSINESS**

- A. Expenditure for Kelly Services temporary office help, Clerical Services only, for February 2003, \$1,445.37.
- B. Expenditure for Manpower Temporary Services, Clerical Services only, for February 2003, \$1,380.06.

**XI. ADJOURNMENT**

With no other business to attend to, the meeting adjourned at 6:22 p.m.

Submitted by,

Karen A. Scholle  
Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(03 03 CSC Minutes)